

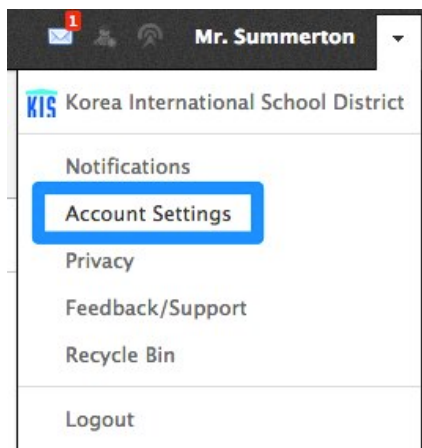
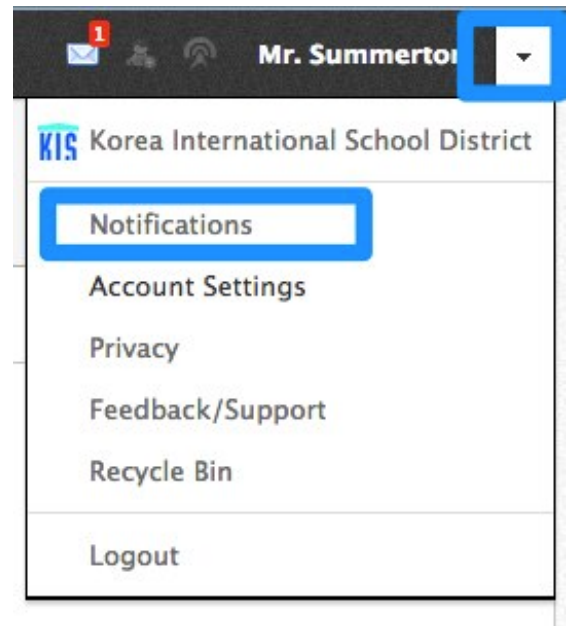


Schoology Setup and Customisation Guide

ACCOUNT SETTINGS

a) Control Notifications!

Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.



Make your choices. We advise you to leave most ON, but peel back the Notifications as you gain an appreciation for what they represent to you. It's a personal choice.

* Please note: Mobile Notifications are not available to phones outside US/Canada...which will not affect you if you have your Push Notifications set to ON on your smartphone.

Primary Email:

BSummerton

Alternate Email:

summo78@

Asia/Seoul

Connect Your Other Accounts



Connected as Ben Summerton
Find your **Facebook friends** on Schoology

Disconnect



Connected as Ben Summerton
Find **educators from your Twitter network** on Schoology

Disconnect



Connected as Ben Summerton
Find **educators from your Gmail contacts** on Schoology

Disconnect

Account Settings

b) Set 'Alternate Email' to recover password if you forget....

c) Connect Your Other Accounts

Complete this for your Google Account. This will enable instant access to your Google Drive from the 'Resources' section.

* The other accounts are optional.

Share Your Schoology Calendar



Access your Schoology calendar from a different calendar tool (e.g. Outlook, Google Calendar)

Use this iCal link:

<webcal://kis.schoology.com/calendar/feed/ical/1347512751/2701971c1e0107db6dac8fd28>

Disable

Copy this URL. It is the address of your Schoology Calendar

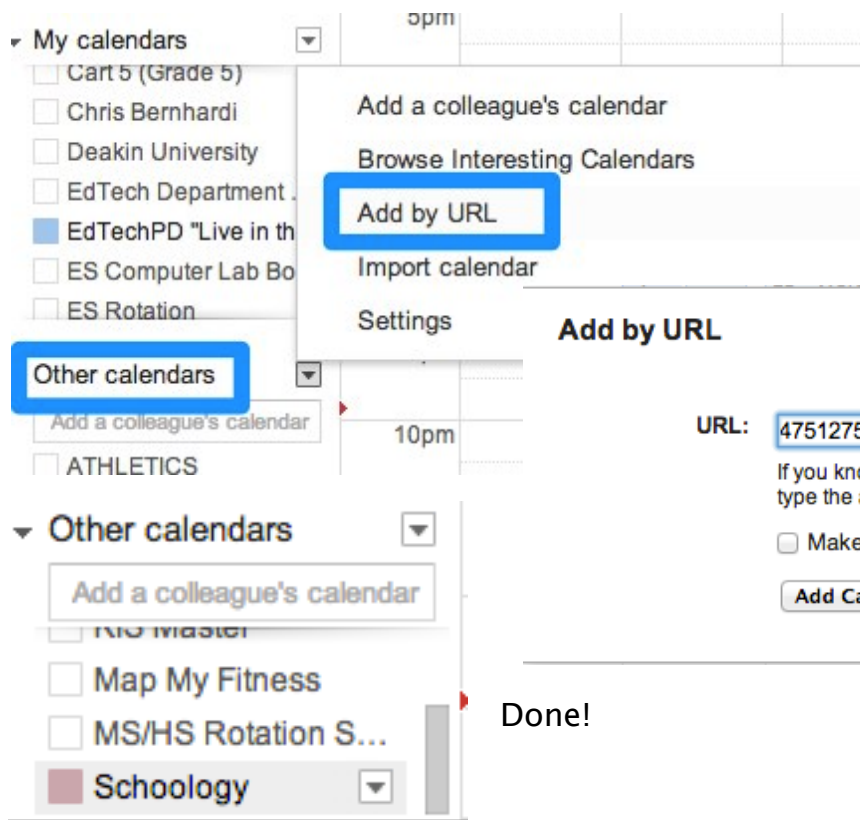
d) Share your Schoology Calendar!

For a comprehensive Guide to using your Schoology Calendar (your the benefit of yourself, but in particular your students), go to the Schoology Help Centre:

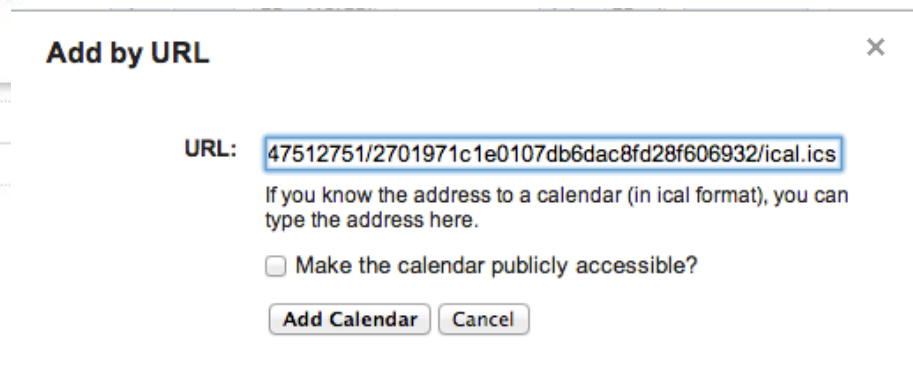
<http://bit.ly/1eUnnQa>

i) Copy your Schoology Calendar Address

ii) Switch to your Google Calendar. Select 'Other Calendars' and then 'Add by URL



iii) Paste that Schoology URL in and allow a few minutes to sync.



Done!

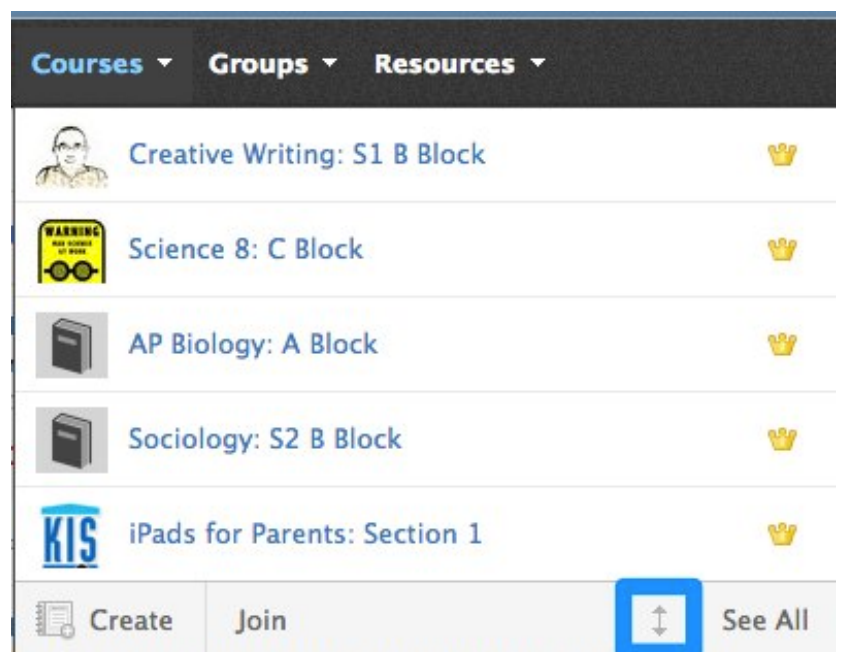
3. Rearrange the COURSES List Order.

* As you have your Full year, S1 and S2 Courses already entered, you may wish to rearrange into a more convenient order.

a) Click the Arrows

b) Use the double arrows next to each course to drag up or down to correctly order your Courses.

c) Save Changes



4. COURSE OPTIONS

a) View the Course...(as a student or Parent would)

Made changes, uploaded docs, done something and just curious what this might look like from the other side of the fence? You can do this in Schoology! (see left)

b) Send a Message (to everyone the the whole Course at once)

Frustrated about trying to send a Group Email to your class? In Schoology, your students all have their official school email address plugged in, so by messaging them, they will receive your important message, and depending on the Notifications setup, may also get an email as well. Blast away!

c) Edit Settings

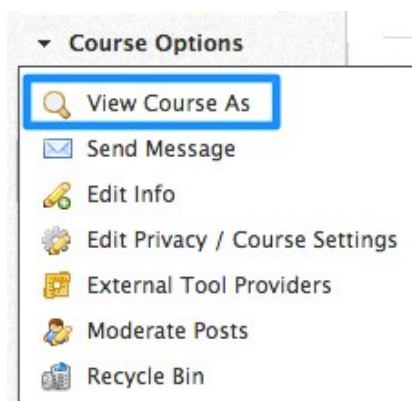
It is worth familiarising yourself with these tabs inside 'Edit Settings'. There are too many to go through all of them here, but 2 we

recommend are:

i) Details: Write/Paste a short description of your Course and complete the Location (i.e. Room number).

ii) Privacy Settings: scroll to the bottom and select the 'landing page' for each Course. The default is the Materials page, but you may wish this to be the Updates Page for example.

iii) Moderate: see what has been posted by your students...and what has been deleted. Have you missed something? Not a chance!



5. Members

Student A: I don't have the correct Courses listed?

Student B: I forgot my password (or username)!

Scenario A

This student is likely to have a pre-existing account, and is logging into it, which is why they probably have a very old Course listing. They can however just Merge their old account with their new, official KIS account (recommended)

1. Go to <https://kis.schoology.com>
2. Log in with **MacID (email username...i.e. bsummerton95)** and **kis123 (default for all students)**
3. **Account Settings** (drop down menu next to your name in top-right of screen)
4. Scroll right down and select **Merge Accounts**
5. Type in your old account details
6. **Merge** (confirm)

Scenario B

This student is one you can help instantly.

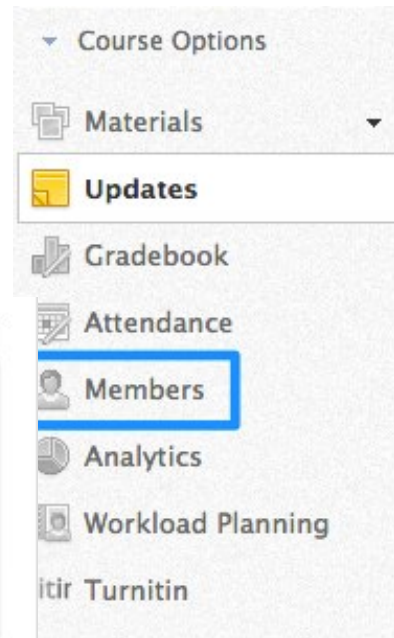
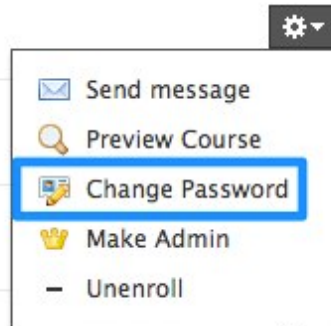
- i) Select Members
- ii) Change Password
- iii)

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A 'Change Password' dialog box is shown. It contains the following fields and information:

- School:** Korea International School District (47277547)
- Username:** [redacted]h16
- Current Password:** kis123
- New Password:** [empty text field]

At the bottom of the dialog are two buttons: 'Submit' (in blue) and 'Cancel' (in grey). The dialog has a title bar with 'Change Password' and a close button (X).